



CHRIST NAGAR COLLEGE



LABORATORY POLICY



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MARANALLOOR, TRIVANDRUM

A CMI Educational Institution | Affiliated to the University of Kerala

LABORATORY POLICY

Vision

- To supplement the experience of theoretical learning and to inculcate an innovative approach in the learning process.

Objectives

- To supplement theoretical learning
- To provide a safe and secure laboratory atmosphere.
- To guarantee the effective implementation of empirical learning.
- To acquire more practical knowledge.

Laboratory Policies:

Purchasing Policy

- After estimating the lab requirements, a proposal is forwarded to the Purchase Committee for their approval. Once approved, the purchasing processes are initiated. Purchase register and purchase bills are maintained for all laboratory purchases.
- All purchases are authentically channeled through authorized companies to ensure the quality and safety of the equipment used.

Maintenance Policy

- The laboratories are under the custodianship of the concerned Head of the Department.
- For systematic attendance, Log Registers are maintained in every lab by the concerned teachers.
- Lab maintenance staff are assigned the task of regular examination of the equipment.

- Science lab equipment is periodically examined thoroughly for damage and proper repair and replacements are conducted timely.
- A stock register is maintained for all the articles and equipment.
- A caution deposit is maintained for the damage that might be inflicted upon the equipment.
- A fine will be levied if any of the equipment is broken or damaged through careless use.
- In computer labs, every system is connected to the UPS to ensure an uninterrupted working/learning atmosphere.
- Genuine software is used, and licenses are updated regularly to ensure a safe learning atmosphere in the lab.
- Proper, secure, and fast Wi-Fi connections are provided in the computer lab for the smooth functioning of online learning.
- No food/beverage is allowed inside any of the laboratories.



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